



**Department of Workforce Services (DWS)
Salt Lake & Tooele Employer Committee
Better Your Business Workshop**

EMPLOYEE HANDBOOKS: Why you need one & what needs to be in it

**Presented by
Kate Reddy from McKinnon- Mulherin**

What will be covered?

- 1) Benefits of having an Employee Handbook
- 2) Risks of not having an Employee Handbook
- 3) What items are a must for an Employee Handbook
- 4) What items can enhance an Employee Handbook
- 5) Resources for creating an Employee Handbook

**Jim Morgan from Resource Management will be on hand to answer any
Employee Handbook-related questions.**

**Date: April 12, 2006
Time: 7:30-9:00 AM
Place: Business Service Center
Department of Workforce Services
1385 S. State Street, Room 157**

The Better Your Business workshop series highlights community resources to Utah businesses and how you can utilize them more effectively. The workshops are offered bi-monthly, at **NO COST**.

**R.S.V.P. with Sylvia Farrand at (801)-468-0239
e-mail: sfarrand@utah.gov**

**If you have questions or special needs, such as parking or auxiliary
aids, due to a disability, please let Sylvia know of your needs**

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*Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 468-0239. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711.
Spanish Relay Utah: 1-888-346-3162*

Utah Department of Workforce Services